

# Position

**Position Title:** Procurement / Supply Chain Specialist

**Date:** June 2024

**Location:** Tahua HUB, Takapuna, Auckland  
& Hospo Distribution Centre, Wiri

**Reports to:** Hospitality Supply Manager

**Department:** Supply Chain (Hospitality)

## Who we are:

Tahua Group Limited is a great Kiwi business, home to well-loved brands in retail and hospitality. Inspired by a common vision and a shared passion for hospitality/retail, we strive to serve our communities in a truly unique way based on our heritage in Aotearoa. Each of our business units operate independently as they face the market, but are supported by resources, skills and solutions available through the Tahua community (e.g: Information Services, Finance, Payroll, Strategy Development, Project Management, Property, and People and Culture). Each business celebrates its own unique culture, however we are all connected through the Tahua values of 'better', 'manaakitanga' and 'whanaungatanga'.

## Why you'll love this role:

Our business is growing, rapidly! Tahua Group's Hospitality division, comprises renowned quick-service brands: Burger King and Starbucks and now our latest addition: Popeyes Chicken.

Operating as a shared services team with a dedicated Distribution Centre in Wiri, the Supply Chain (Hospitality) function is an operation of significant scale. As it has only formed a couple of years ago, its fair to say that we're bursting with business improvement opportunities. Working with both well-established / legacy supplier processes, as well as new innovative ones; how we implement shared service thinking and systems is at the heart of our competitive advantage.

This critical role will own a define product portfolio (working across our 3 brands), and manage relevant suppliers and the Supply Chan process from Procurement through to the DC. Managing supplier relations and supporting technical and quality assurance standards the primary focus. The role will also share the admin tasks such as UOM confirmation / allocation numbers and contribute to any improvement projects.

## What you'll deliver in this role:

### Supplier Relations:

- A service-focused point of contact for our hospitality brands, supporting key internal and external stakeholders on procurement and supply chain work.
- Build, strengthen and drive positive and professional business relationships with strategic suppliers, ensuring all local and global supplier expectations, standards, performance criteria and conduct are understood, measured and achieved. Actively solicit feedback regularly to identify opportunities to improve working relationships.
- Working closely with the Supply Chain Manager to negotiate with suppliers to achieve commercially beneficial outcomes, market benchmarking and that required SLA's are in place.



- Develop and maintain Supply Chain data bases and master files.
- Contribute to a continuous improvement programme for the Tahua hospitality strategic supplier base, on a six-monthly cadence.
- Identification of opportunities and implementation of initiatives for annual and longer term procurement savings, resulting in reduced total supply chain costs.
- Working with relevant stakeholders to ensure that all auditing and compliance requirements across the hospitality brands are achieved.
- Work with suppliers to develop alternative products and solutions to ensure uninterrupted supply of products including in times of severe shortages outside of our control
- Negotiate to achieve most efficient, best quality solutions
- Convey local and global supplier expectations and standards
- Quality Claims / Assurance with Suppliers, in conjunction with the National QA Manager
- Supplier Meetings – manage service against KPIs etc

#### **Inventory Management: From Supplier to DC (including SBUX E-Commerce)**

- Identification and management of supply risk as well as Business Continuity Planning for core items (including seasonal variations to produce).
- Supply of all products In Full On Time
- Provide insights into supplier trends and opportunities.
- Active participation and support to the Supply Chain (Hospitality) Team within Tahua, participating in meetings and undertaking any other relevant initiatives and projects as needed.
- Delivery Schedules (change for public holidays)
- Zero / Last Few Stock Management
- Expired goods – donate or destruction (approval etc)
- Auto-shipment of LTO ingredients, merchandise etc
- Assistance with DC Stocktakes / Variances (DC Stocktake Supply Chain, Store Stocktake Operations)
- Ensure supply contingency plans are in place, tested and understood.

#### **Admin / Reporting / Other:**

- Provide insights into supplier trends and opportunities.
- Active participation and support to the Supply Chain (Hospitality) Team within Tahua, participating in meetings and undertaking any other relevant initiatives and projects as needed.
- Work with Starbucks NZ Inventory Planner on forecasting new products – order quantities, carton sizes, timing, shipment method
- Discontinuations (ie food) – notifying suppliers
- Be proactive and supportive of the Group Supply Chain team and contribute towards the achievement of the Supply Chain goals and the broader organisational objectives.
- Display teamwork and collaboration in all actions and live the Company values by demonstrating them in your day to day behaviours

#### **What you'll bring to the role:**

- Previous (at least 3 years) experience in supply chain / procurement, ideally in food and beverage FMCG, QSR hospitality or a related industry.
- Experience food safety and quality assurance, and some exposure to NPD.
- Strong written and verbal communication skills, including the capacity to produce high-quality reports, analysis, and presentations under tight deadlines.
- A positive, customer-focused service-ethic, setting clear expectations when agreeing who is responsible for which parts of the process, holding self and others to account.



- Confident negotiation skills, focused on building mutually beneficial business relationships
- A sharp focus on details, and disciplined execution of delivery. Little things matter.
- A mindset of curiosity for continuous improvement and a fresh perspective to identify, develop and implement creative, innovative, solutions that add commercial value.
- Excellent interpersonal skills, capable of establishing and building effective working relationships with people of all cultures and stakeholders/employees at all levels.
- Calm and composed when under pressure, with the ability to think clearly, prioritise and handle multiple pieces of work in flight
- Proficiency in Microsoft Office 365 – including: TEAMS / SharePoint, Excel, PowerPoint, Outlook and Word.
- Well organised, effective time management – with the ability to handle a complex, shifting, varied workload.
- Probably a relevant tertiary qualification
- Can do, positive and open attitude that will take on any task if required.
- Ability to work at pace.

